



**Building Department**  
1700 Convention Center Drive, 2<sup>nd</sup> FL  
Miami Beach, Florida 33139  
305.673.7610. Fax: 305.673.7857

## Permit Fee Refund Request

Date	Permit/Process Number
Property Owner	Job Address
Mailing Address	Apartment/Unit Number
Telephone Number	E-Mail Address
Reason for Refund	Requested Refund Amount \$

I am requesting a permit fee refund. I understand that the following fees are non-refundable according to the City of Miami Beach Fee Schedule: (1) Upfront processing fee; (2) Miami-Dade County Code Compliance fees; and (3) State of Florida fees mandated by statute. I also understand that the refund must be greater than \$100.00 in order to receive a refund.

Refund Policy: All refunds will be made payable to the Property Owner of record.

Property Owner Signature	Date
--------------------------	------

Office Use Only		
Date of Receipt by Permit Clerk	Permit Clerk (Print Name)	Permit Clerk Signature
Date of Review by Permit Section Supervisor	Permit Section Supervisor (Print Name)	Permit Section Supervisor Signature indicating refund approval
Date of Review by Administrative Division Supervisor	Administrative Division Supervisor (Print Name)	Administrative Division Supervisor Signature indicating refund approval
Refund Request Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Approval/Denial Date	Amount of Refund \$
Reason for Denial		

#### ADA Information

To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any city-sponsored proceeding, please contact 305.604.2489 (voice), 305.673.7524 (fax) or 305.673.7218 (TTY) five (5) days in advance to initiate your request. TTY users may also call 711 (Florida Relay Service).

#### City of Miami Beach Mission

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

<b>Form Name</b>	Permit Fee Refund Request
<b>Form Purpose</b>	This form is completed if the Property Owner would like to request a permit fee refund.
<b>Related Forms</b>	Permit Cancellation Form
<b>Associated Fees</b>	
<b>Refund Policy Form Process</b>	All refunds will be made payable to the Property Owner of record.
<b>For Assistance</b>	Please contact: <ol style="list-style-type: none"><li>1. <b>In – person:</b> Building Department, Miami Beach City Hall, 1700 Convention Center Drive, 2<sup>nd</sup> FL, Miami Beach, Florida 33139</li><li>2. <b>Via Telephone:</b> 305-673-7610</li><li>3. <b>Via E-mail:</b> <a href="mailto:buildingdepartment@miamibeachfl.gov">buildingdepartment@miamibeachfl.gov</a></li><li>4. <b>Online:</b> <a href="http://www.miamibeachfl.gov">www.miamibeachfl.gov</a></li></ol>

#### Building Department Mission

We are dedicated to serving the public by the efficient and effective supervision of construction, business, professional and personal activities to safeguard the public health, safety and general welfare of the City's residents and visitors by enforcing the Florida Building Code and the City Code of Ordinances.